

BUDGET INSTRUCTIONS

Budget forms submitted must present a balanced budget as required by *Utah Code* Section 10-6-110. In the general fund and special revenue funds, **budgeted expenditures must equal budgeted revenues**. If prior year surplus amounts are to be appropriated in a budget (see restrictions for general fund per section 10-6-116), the amount is to be presented as a source of revenue in the budget. Also, any budgeted increase in a fund balance must be presented as an expenditure within the appropriate budget.

Any special revenues which coincide with general fund operations should be budgeted within the general fund budget. Examples of such revenues are: Class “C” road, and appropriate federal grants, etc. A separate budget may be prepared for these types of funds with the expenditures shown as transfers to the general fund or other funds. The form for special revenue funds should be used if this is the case.

FORM 1: To be completed for special revenue funds.

FORM 2: To be completed for debt service funds. (Bonds to be repaid from enterprise funds should be budgeted and reported in the enterprise fund rather than the debt service fund.)

FORM 3: The enterprise budget form is an accrual basis budget. While we acknowledge that a cash flow analysis is critical to the effective operation of any organization, it is more important to know whether the enterprise is operating at a profit or loss on current year revenues and expenses in a fiscal year period. Since enterprise funds are required to follow the same accounting principles for determining profit or loss that a private company is, it must be recognized that certain items such as bond proceeds are not revenues even though they provide cash, and items such as construction and major improvements of systems and debt repayment are not expenses even though they use cash. Accordingly, the city may use the cash reconciliation section provided at the bottom of the form if desired for cash flow analysis. Net income (loss) should not reflect retained earnings.

A separate budget should be submitted for each enterprise function, such as water and electric. A combined budget may be prepared only if the function of the enterprise is closely related, such as water and sewer.

Bonds to be repaid from enterprise funds should be budgeted and reported in the enterprise fund rather than the debt service fund.

FORM 4: To be completed for capital projects funds.

NOTE: See section III.C.02 in the Uniform Accounting Manual for a summary of fiscal laws relating to the preparation, adoption and modification of budgets.